



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

**THIS VACANCY ANNOUNCEMENT IS OPEN TO SENATE
EMPLOYEES AND REFERRALS**

POSITION:

**CAREER LADDER - PAYROLL ASSISTANT to PAYROLL
SPECIALIST I and subsequent promotion to PAYROLL
SPECIALIST II**

DEPARTMENT:

Disbursing Office

SALARY RANGE:

Phase I	Payroll Assistant	\$46,852 – \$72,622
Phase II	Payroll Specialist I	\$52,153 – \$80,838
Final	Payroll Specialist II	\$58,040 – \$89,964

CONTACT

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH-231B.

**FEDERAL RELAY
SERVICE**

Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

POSTING DATE:

August 25, 2016

**DEADLINE FOR
APPLICATIONS:**

September 8, 2016 Applications will NOT be accepted after 11:59 p.m.

The online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT

VETERANS' PREFERENCE:

mail. No phone calls please.

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting:

http://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.



**CAREER LADDER – PAYROLL ASSISTANT to
PAYROLL SPECIALIST I and subsequent promotion to PAYROLL SPECIALIST II**

Department: Disbursing Office

Reports to: Payroll Systems Manager

This is a two phase entry level Payroll Section position with a set career-ladder path. The employee is expected to complete the two phases in 12 – 24 months, followed by a promotion to Payroll Specialist II. The employee will gain basic knowledge of the Senate Payroll Section, its functions, and its role within the Senate. The employee will also gain a progressive understanding of the PeopleSoft Senate Payroll System (PS SPS), including verification and input of data, understanding of data being input, ability to utilize and move through SPS screens, and ability to interpret data and use system reports. The employee will gain a basic understanding of pay, taxes, deductions, Student Loan Program (SLP) and benefits. The employee will research and respond to inquiries regarding payroll, provide information to office administrators and employees on rules, regulations, Senate policies, and Disbursing Office (DO) procedures relating to pay.

PHASE I – PAYROLL ASSISTANT (CL) – Pay band 5

NATURE OF WORK

This is entry level administrative support work learning basic payroll related concepts, terms, rules, procedures, and processes, and how to process personnel and payroll actions of the Senate for the Disbursing Office. Work includes: verifying the accuracy of personnel/payroll actions, entering data into PS SPS and assisting employees and offices with salary and deduction computations. Work is bound by Title 2 and Title 5 of the U.S. Code, IRS and Office of Personnel Management (OPM) interpretation and guidelines, Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, the *Senate Ethics Manual*, and Disbursing Office procedures, practices and guidelines, but requires independent judgment in setting priorities in handling assignments.

ESSENTIAL FUNCTIONS

Inputs to PeopleSoft Senate Payroll System (PS SPS) progressively more complex data, and gains basic understanding of how PS SPS uses the data.

Understands, utilizes and applies basic payroll related data and Senate-specific payroll information.

Understands the Senate and the Disbursing Office's relevance within the Senate.

Gains understanding and applicability of basic Senate payroll terminology and actions.

Gains knowledge of the functions, operations, policies and procedures used by the Disbursing Office to process personnel and payroll transactions.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Inputs to PS SPS and understands rules governing various types of appointments, hires and rehires, and associated documentation.

Calculates pay and deductions, researches and responds to basic inquiries regarding pay and payroll.

Inputs tax elections and understands tax terminology and various tax statuses.

Demonstrates basic understanding of benefits availability.

Inputs Thrift Savings Program (TSP) information and demonstrates a basic understanding of TSP.

Demonstrates basic understanding of shared employees and displaced staff.

Works with various reports and reporting tools.

Maintains current knowledge of the Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

MINIMUM QUALIFICATIONS - PHASE I

Work requires a high school diploma or G.E.D. with some payroll experience preferred; or any combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of the Senate as an institution.

Prior experience with PeopleSoft is a plus.

Ability to produce payroll reports, audit, adjust, resolve and reconcile data.

Ability to analyze and interpret data to resolve issues or recommend options.

Ability to use a computer and relevant computer software packages.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to communicate effectively, both orally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing the work. Work is

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**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, small parcels, etc.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

PHASE II – PAYROLL SPECIALIST I (CL) – Pay band 6

NATURE OF WORK

This is more advanced administrative support work learning additional payroll related concepts, terms, rules, procedures, and processes; in addition to processing the personnel and payroll actions of the Senate for the Disbursing Office. Work includes verifying the accuracy of personnel/payroll actions, entering data into PS SPS and assisting employees and offices with salary and deduction computations. Work is bound by Title 2 and Title 5 of the U.S. Code, IRS and Office of Personnel Management (OPM) interpretation and guidelines, Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, the *Senate Ethics Manual*, and Disbursing Office procedures, practices and guidelines, but requires independent judgment in setting priorities in handling assignments.

ESSENTIAL FUNCTIONS

Inputs to PS SPS progressively more complex data, and gains greater understanding of how PS SPS uses the data.

Understands, utilizes and applies more complex payroll related data. Provides counseling and expertise to staff, Members and office administrators on matters of pay, deductions, taxes, rules, regulations, Senate policies, and DO policies relating to pay.

Demonstrates basic understanding of office budgets.

Works with various reports, including Daily Audit Report, Daily Validation Report, Daily Projections, W-2 forms and COLA letters; ensures that periodic reports are provided to appropriate persons within the DO, the Senate and external agencies and organizations.

Inputs to PS SPS, and understands rules governing appointments, hires and rehires, associated documentation, and understands associated prior service research rules.

Performs more complex payroll calculations, including prorated pay, bonuses, missing days, overtime payment, overtime straight payment and lump sum leave.

Researches and responds to more complex inquiries regarding pay and payroll.

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**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Inputs more complex tax elections and gains a more technical understanding of taxation rules and how PS SPS administers taxation.

Develops more in-depth knowledge and understanding of benefits.

Processes TSP transactions; understands and calculates automatic and matching contributions; understands process to retro-stop automatic contributions.

Demonstrates technical understanding of screens and processes; participates in testing new data elements and upgrades.

Demonstrates ability to perform daily check on input work.

Demonstrates ability to interact with financial institutions, federal agencies and entities, and plan administrators.

Maintains current knowledge of the Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

MINIMUM QUALIFICATIONS – PHASE II

Work requires a high school diploma or G.E.D. with one to three years of payroll experience; or any combination of education and experience that provides the following knowledge, skills, and abilities:

Acquisition of all knowledge, skills, and abilities listed in Phase I of Payroll Assistant.

Knowledge of the functions, operations, policies and procedures used by the Senate Disbursing Office to process personnel and payroll transactions.

Knowledge of the Senate as an institution.

Knowledge of laws, regulations, Treasury manual, Senate policies and Disbursing Office procedures establishing guidelines and procedures for processing personnel and payroll transactions.

Experience with PeopleSoft.

Knowledge of the Senate's PS SPS payroll/personnel database and entry, query, and reporting functions.

Ability to produce payroll reports, audit, adjust, resolve, and reconcile data.

Ability to analyze and interpret data to resolve issues or recommend options.

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**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Ability to accurately compute basic adjustments to pay.

Ability to use a computer and relevant computer software packages.

Ability to follow departmental rules, regulations, procedures, and functions.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to communicate effectively, both orally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, small parcels, etc.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

PAYROLL SPECIALIST II-Pay band 7

Department: Disbursing Office

Reports to: Payroll Systems Manager

NATURE OF WORK

This is advanced administrative support work learning more complex payroll related concepts, terms, rules, procedures and processes; and processing increasingly more difficult personnel and payroll actions of the Senate for the Disbursing Office. Work includes verifying the accuracy of personnel/payroll actions, checking daily input and entering data into PS SPS and assisting employees and offices with salary computations. Work is bound by Title 2 and Title 5 of the U.S. Code, IRS and Office of Personnel Management (OPM) interpretation and guidelines, Secretary of the Senate policies and procedures, *U.S. Senate Handbook*, *Senate Ethics Manual*, and Disbursing Office procedures, practices and guidelines, but requires independent judgment in setting priorities in handling assignments.

ESSENTIAL FUNCTIONS

Examines, processes, and enters more difficult personnel and payroll actions for Senate staff into the PS SPS; researches Disbursing Office files to obtain information for service verification, as needed.

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**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Demonstrates ability to “Reprocess Hire (HIR)” following EBS (Employee Benefits Section) research; understands HIR defaults; follows up with employees or office administrators as required with regard to appointments.

Inputs and understands rules governing and processes required for various types of Revised Terms; processes repayments made by check to PS SPS and to the Accounting Section.

Researches and responds to inquiries regarding payroll; provides information to office administrators and employees on rules, regulations, Senate policies, and Disbursing Office procedures relating to pay; assists office administrators in calculating payroll adjustments and overtime for staff members; audits, adjusts and resolves salary-related errors; determines amount and extent of error(s) and follows procedures for collections or repayment; prepares letters to financial institutions to resolve problems with payments.

Understands pre-tax, post-tax, tax-deferred statuses and how those impact calculation of FICA, Medicare, federal and state taxes; understands “subject to FICA” and how that coordinates with retirement categories and calculations; understands withholding priority.

Manually verifies that proper deduction amounts are being withheld from individual payroll records and participates in testing new data elements introduced into PS SPS.

Demonstrates basic understanding of benefits calculations for employee and agency contributions related to Federal Employees’ Group Life Insurance (FEGLI), retirement, Federal Employees’ Health Benefit Program (FEHB), and DC Health Link (DCHL).

Demonstrates ability to act as section or office representative at agency-level meetings or conferences; demonstrates ability to advise staff and interact with financial institutions, as necessary.

Demonstrates ability to train junior staff and check daily input.

Demonstrates ability to produce and verify the accuracy of PS SPS payroll/personnel reports and Daily Audit Report; demonstrates ability to troubleshoot and address inquiries.

Demonstrates understanding of all figures on W-2 forms and from where they initiate; basic understanding of Form 1095-C.

Demonstrates basic understanding of the provisions of the Student Loan Program (SLP) and SLP Reports and demonstrates ability to act as back-up to administrator.

Demonstrates basic understanding of tax and court ordered levies/garnishment of wages and demonstrates ability to act as back-up to administrator.

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UNITED STATES SENATE OFFICE OF THE SECRETARY



Maintains current knowledge of the Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires a high school diploma or G.E.D. with two to four years of payroll experience; or any combination of education and experience that provides the following knowledge, skills and abilities:

Acquisition of all knowledge, skills, and abilities listed in Phase I (Payroll Assistant) and Phase II (Payroll Specialist I).

Knowledge of the functions, operations, policies, and procedures used by the Senate Disbursing Office to process personnel and payroll transactions.

Knowledge of the Senate as an institution.

Knowledge of laws, regulations, Treasury manual, Senate policies, and Disbursing procedures establishing guidelines and procedures for processing personnel and payroll transactions.

Knowledge of the Senate's PeopleSoft payroll/personnel database and entry, query and reporting functions.

Ability to produce payroll reports, and to audit, adjust, resolve, and reconcile data.

Ability to analyze and interpret data to resolve issues or recommend options.

Ability to accurately compute adjustments to pay.

Ability to use a computer and relevant computer software packages.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to communicate effectively, both orally and in writing.

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LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

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